



Job Announcement

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Opening Date:	May 7, 2015	Closing Date:	May 14, 2015
Job Title:	Judiciary Clerk II – Criminal	Position Type:	Regular Full Time
PIN:	059570	FLSA Status:	Non-Exempt
Location:	Circuit Court for Prince George's County, Upper Marlboro, Maryland	Grade/Salary Range:	J6 \$30,761 - \$36,447 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: Prepares all types of criminal case files, both new and appeals, by reviewing pleadings, indictments, or other relevant information, typing docket entries and establishing and maintaining case file folders for the documents using a computer keyboard. Processes checks and cash in payment of costs. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures, both at the counter and by telephone. Prepares summonses and other writs for mailing by typing proper forms. Performs all other essential functions of the criminal assistant position.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner both verbally and in writing and to effectively convey directions, instructions, and information to the public using proper grammar, punctuation, and spelling. Ability to learn and apply relevant job-related procedures and terminology in order to define problems, collect data, establish facts, and draw valid conclusions; use independent judgment to discern pertinent information; interpret comments and notations and record essential information; set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to work efficiently with considerable time constraints. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Prince George's County
Courthouse
14735 Main Street, Room D1015
Upper Marlboro, MD 20772-9987
ATTN: Hon. Sydney Harrison, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.